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Cultural Affairs Distinguished Lecture Series

Cultural Affairs Committee

Fall 2015

2016 Dr. Martin Luther King Jr. Breakfast Celebration

University of Maine Student Life

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Brittany Brackett <cadls@maine.edu>

CA/DLS Grant Application from

1 message

um.weboffice@maine.edu <um.weboffice@maine.edu>
To: cadls@maine.edu

Mon, Nov 30, 2015 at 10:30 PM

Name

Muna Abdullahi

Address

5748 Memorial Union Rm. 315

Email

Muna.abdullahi@maine.edu

Administrative Unit

Student Life

Name of Administrator approving the Project (approval indicates awareness of the commitments outlined in this grant proposal)

Muna Abdullahi

Project Title

MLK Jr. Breakfast

Date(s) of Event

January 18, 2015

List of individuals or groups directly involved in the project, such as speakers/performers, for which you are requesting honoraria:

Keynote Speaker: Alison Beyea, Executive Director, American Civil Liberties of Maine (ACLU)

Project Abstract

Alison Beyea is the Executive Director of the ACLU of Maine, where she oversees the organization's legal, legislative, public education and development activities. With 3,000 members, the ACLU of Maine is the state's oldest and largest civil liberties organization.

The State of the Union from the Citizens Perspective delivered by Alison Beyea, will be the focus of a keynote address at the 20th annual Rev. Dr. Martin Luther King Jr. Breakfast on Jan. 18, 2016 sponsored by the Greater Bangor Area NAACP and the University of Maine. Keynote speaker Alison Beyea will speak on current national affairs and trends, education, and the state of the criminal justice system in the state of Maine.

Program Description

Door Open at 7:30

-Welcoming Remarks:

The Rev. Dr. Martin Luther King Jr. Breakfast will open with welcoming remarks by Michael Alpert, president of

the Greater Bangor Area NAACP; UMaine President Susan Hunter; and UMaine Vice President for Student Life and Dean of Students Robert Dana

- Breakfast

-Sarah Marx, Director of Wilson Center
Dorothy Clarke Wilson Peace Writing Prize Recognition

- Keynote Address, Alison Beyea, Executive Director

- Readings of the Legislative Sentiment

- Entertainment : Audience Performance of Lift Every Voice and Sing
As lead by: Nancy Dymond

-Benediction
Mother Marguerite A.H. Steadman, St. John's Episcopal Church, Bangor, ME

Audience

Total Attendance will be 300 People.

The Honorable Susan M. Collins
U.S. Senate

The Honorable Angus S. King, Jr.
U.S. Senate

The Honorable Bruce Poliquin
Member of Congress

The Honorable Michael D. Thibodeau
President of the Senate

The Honorable Mark W. Eves
Speaker of the House

The Honorable Matthew Dunlap
Secretary of State

Dr. Susan Hunter
UMaine President

Dr. James H. Page
Chancellor UM System

Robert Dana
VP of Student Life and Dean of Students

Breakdown of Attendance:

30 Seats: VIP Guests: Reserved for VIP Guests: Political Officials from State of Maine, Bangor, Orono, Brewer, and Old Town, Chancellor, UMaine President, Provost, Vice Presidents.

100- Students

100- Faculty and Staff

70- Community Members, At- Large

Publicity

Margaret Nagel: Will create a press release and a University website Banner
BDN- Community Calendar
Social Media: FB, Twitter, and Instagram
Announcements and Alerts
Tabling

Amount requested from CADLS

\$1,732

Other funding request

Student Government: Event Free with valid Mainecard for UMaine Students. Student Govt. will cover 100 Students.

If the CADLS Committee cannot award at the level you request, which items in your budget would have highest priority for these funds?

Printing, Supplies and Materials, Honoraria

Budget Proposal Form must be attached

- Milk-Jr.-Breakfast-Budget-Excel.xlsx

Cultural Affairs/Distinguished Lecture Series Fund
BudgetForm

Applicant/Organization Divison of Student Life
Responsible Officer: Muna Abdullahi
Event Title: 20th Annual MLK Jr. Breakfast Celebration
Event Date:

Total Program Budget: \$5,900.00

Amount Committed by Applicant Organization: \$500.00

Funding Requested from other funding sources
(please list below)

Student Government \$1,468.00

Program revenues (if applicable) \$2,200.00

Amount Requested from CA/DLS Committee: \$1,732.00 *

*Please note requests may not exceed 50% of the total program expenses

*Please see guidelines for budget exclusion details.

Cultural Affairs/Distinguished Lecture Series Fund

Budget Detail

BudgetForm

Page 2 of 2

CA/DLS Request

Other funds

Honoraria/Services (list individuals below)

	<u>\$500.00</u>	
Travel (mileage, airfare expenses)		
Lodging (amount per day x # of days)	<u>\$140.00</u>	
Meals (at per diem rate)	<u>\$92.00</u>	
Advertising		
Printing	<u>\$800.00</u>	
Supplies and Materials	<u>\$200.00</u>	
Other (must specify below)		
Total Expenses	<u>\$1,732.00 *</u>	<u>\$0.00</u>

**Please see guidelines for budget exclusion details.*

December 15, 2015

Dear Muna,

I am pleased to inform you that the Cultural Affairs/Distinguished Lecture Committee has awarded \$1650 for the Martin Luther King Jr. Breakfast.

As stated in the grant guidelines:

It is the responsibility of the requesting department or group to fund all expenses associated with the event as those expenses arise, and to maintain a record of receipts and invoices. After all expenses for the event have been incurred, please contact Heidi Carlow at 200 Alumni Hall so that the cost(s) associated with the event may be moved from departmental accounts to the CA/DLS account.

Within **60 days** of the conclusion of a funded event, grantees are required to submit a formal report to the Committee. Please submit your report, using the Cultural Affairs/Distinguished Lecture Series Grant Report Form along with a final project budget form. These document templates are on the Cultural Affairs website. Failure to submit reports will impact future awards.

All publicity and promotional material must include the following credit:

The Martin Luther King Jr. Breakfast is supported in part by a grant from the Cultural Affairs/Distinguished Lecture Series Fund.

Please refer to the grant guidelines for additional information.

Sincerely,

Gretchen Faulkner
Chair



THE 2016 DR. MARTIN LUTHER KING JR. BREAKFAST CELEBRATION

2016

a.m.

Conference Center

Keynote: Alison Beyea,
Executive Director
of ACLU Maine



Brittany Brackett <cadls@maine.edu>

CA/DLS Grant Report from1 message

um.weboffice@maine.edu <um.weboffice@maine.edu>

Mon, Feb 8, 2016 at 1:45 PM

To: cadls@maine.edu

Name

Multicultural Student Life/Andrea Gifford

Phone

(207) 581-4031

Address5748 Memorial Union Rm 315
Orono ME 04469**Email**

agifford@maine.edu

Project Title

MLK Breakfast

Date(s) of Event

January 18, 2016

Was the project carried out as outlined in the proposal? if not, please explain which aspects of the project's scope and/or budget were modified, provide reasoning for the modifications, and discuss the impact the modification had on the project.

Yes, carried out as planned.

How many people attended the event(s)? Indicate whether figures are actual or estimated. If possible, describe the composition of the audience that this program served (i.e. UMaine students, general community, teachers, etc.).

The number of attendees based on the number of meals served was 278 comprised of students, graduate students, staff, faculty and community members.

How was the event promoted?

Promotional support through Campus Activities and Student Engagement, Residence Life, media announcements, NAACP promotion, flyers and emails to campus employees.

Proposed-Versus-Actual Budget Form must be attached

- CADLS-Proposed-versus-Actuals-Budget-Form.xlsx

Cultural Affairs / Distinguished Lecture Series Fund

Proposed-versus-Actuals Budget Form

Applicant / Organization:	Multicultural Student Life	Proposed	Actuals
Responsible Officer:	Andrea Gifford		
Event Title:	MLK Breakfast		
Event Date(s):	18-Jan-16		

Revenues requested from/provided by:	CA/DLS	Others	CA/DLS	Others
Amount Committed by Applicant Organization:		\$500.00		\$500.00
Funding Requested from other funding sources (list below):				
1 Student Government		\$1,468.00		\$2,000.00
2 Program Fund		\$1,500.00		\$1,000.00
3 MP Budget		\$232.00		\$82.00
4				
5				
Program Revenues (if applicable):		\$2,200.00		\$2,200.00
Amount Requested/Received from CA/DLS Committee*:	\$1,650.00		\$1,181.00	
*Please note requests may not exceed 50% of the total program expenses		\$5,900.00		\$5,782.00
	CA/DLS	Others	CA/DLS	Others
Total Program Revenues:	\$7,550.00		\$6,963.00	

Expenses to be paid for/reimbursed by:	CA/DLS	Others	CA/DLS	Others
Honoraria/Services (list individuals below):				
1 Alison Beyea ACLU of Maine	\$500.00		\$500.00	
2				
3				
4				
Travel (mileage, airfare expenses):				
Lodging:	\$120.00		\$0.00	
Meals (not more than \$46/day):	\$30.00		\$0.00	
Advertising:				
Printing:	\$800.00		\$481.00	
Supplies and Materials:	\$200.00		\$200.00	
Other expenses (must specify below):				
1 Catering		\$5,900.00		\$5,782.00
2				
3				
	\$1,650.00	\$5,900.00	\$1,181.00	\$5,782.00
	CA/DLS	Others	CA/DLS	Others
Total Program Expenses (must equal Total Program Revenues):	\$7,550.00	\$7,550.00	\$6,963.00	